

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

AGENDA DATE: May 05, 2004

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Director of Human Resources Management (954) 797-1169

PREPARED BY: Mark Alan

SUBJECT: Resolution enacting and formally establishing job classification titles, job classification specifications, and salary ranges

AFFECTED DISTRICT: Not Applicable

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING JOB CLASSIFICATION TITLES, JOB CLASSIFICATION SPECIFICATIONS, AND SALARY RANGES FOR ACCOUNTING MANAGER, BUILDING INSPECTOR, AND BUYER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF: The subject item has been agendized under the consent agenda. The adoption of this resolution will enact and formally establish titles, specifications/descriptions, and salary ranges for the indicated job classifications. The adoption of this resolution is necessary since pursuant to Personnel Rules and Regulations of the Town of Davie, Rule III, Section 7 and Rule IV, Section 2, new or revised job classification specifications and salary range adjustments will be submitted to the Town Council for approval.

The establishment of new or amended job classification titles and job classification specifications/descriptions is necessary in order to accurately reflect the general statement of the job classification as well as specific duties and responsibilities, essential job functions, minimum requirements, and performance indicators for the specified job classifications. The establishment of associated salary ranges of the specified job classifications was necessary in order to appropriately compensate individuals employed in these job classifications when competitive market conditions and internal equity issues are taken into consideration. The following includes some of the factors considered during the analyses for the development and establishment of the job classification titles, job classification specifications, and salary ranges for inclusion of the indicated job classifications in the Fiscal Year 2003 Budget: 1) Job tasks (qualitatively/quantitatively); 2) Task significance, variability, and difficulty; 3) Knowledge/skill variety; 4) Level of autonomy; 5) Interaction (co-worker, supervisory); 6) Span of control; 7) Work unit size; 8) Size of organization.

The following are newly approved job classifications and associated salary ranges:

Accounting Manager	524 (\$54,596 - \$73,164)
Building Inspector	810 (\$43,252 - \$57,961)
Buyer	511 (\$32,795 - \$43,949)

PREVIOUS ACTIONS: None
CONCURRENCES: Not Applicable
FISCAL IMPACT: None

Has request been budgeted? Not Applicable

Account Name: Not Applicable

RECOMMENDATIONS: Staff recommends approval of the Resolution.

Attachment(s):

- Resolution
- Exhibits "A" through "C"

cc: Thomas J. Willi, Town Administrator
Ken Cohen, Assistant Town Administrator
Russell Muniz, Town Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING JOB CLASSIFICATION TITLES, JOB CLASSIFICATION SPECIFICATIONS, AND SALARY RANGES FOR ACCOUNTING MANAGER, BUILDING INSPECTOR, AND BUYER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie desires to authorize job classification specifications, job classification titles, and salary ranges for several job classifications and amend the classification and compensation plan accordingly; and

WHEREAS, it is recommended that the classification and compensation plan be amended to enact and formally establish job classification specifications, job classification titles, and salary ranges for said job classifications; and

WHEREAS, it is in the best interest of the Town to enact said amendments to the classification and compensation plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby authorize the amendment of the Town of Davie classification and compensation plan by authorizing the following job classification specifications herein incorporated as Exhibits A through C at the indicated annual salary ranges:

<u>Job Classification</u>	<u>Salary Range</u>
Accounting Manager	524 (\$54,596 - \$73,164)
Building Inspector	810 (\$43,252 - \$57,961)
Buyer	511 (\$32,795 - \$43,949)

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of the Resolution.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2004

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2004

"EXHIBIT A"

CLASS SPECIFICATIONS

Accounting Manager

GENERAL STATEMENT OF JOB

Under general supervision, performs managerial, administrative and supervisory duties in planning, organizing and directing accounting activities including disbursements, budget development and analysis, revenue accounting and preparation of statistical and/or fiscal reports. Is also responsible for supervising the work of the Payroll Division. Reports to the Deputy Budget & Finance Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Directs, supervises, and reviews the daily activities of department's Revenue Specialist, Fixed Asset Specialist, and Finance Clerks; resolves problems as non-routine situations arise.

Manages and maintains disbursement accounts for Town, including encumbering of purchases, auditing of invoices, preparing vouchers, posting, reconciling and preparing trial balances and other necessary reports.

Assists outside auditor, answers inquiries and supplies proper schedules and reports; resolves discrepancies in accounts of expenditures and revenues.

Reviews prospective employee applications, assists in applicant interviews, participates in discussions about hiring; trains new employees.

Processes employee performance appraisals, reviews appraisals with Deputy Budget & Finance Director and Director; processes employee disputes and disciplinary actions, with reports to Deputy Director and Director.

Prepares various reports, memorandums, spreadsheets and correspondence.

Reviews and monitors daily transactions and accounts of budgetary and accounting information and takes appropriate steps to correct and eliminate erroneous processing and posting.

Oversees the review of employee time records, monitors hours worked and payments for compliance with departmental, state and federal regulations; maintains records of sick, vacation and other leave.

Serves as liaison between vendors and finance clerks, solving disputes over payment of outstanding invoices.

Reviews and approves cash deposits in absence of appropriate personnel in assigned divisions.

Oversees and monitors bi-weekly and monthly payroll operations.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four (4) year accredited college or university with a degree in Accounting, Finance, or Business Administration; and three (3) years of supervisory experience in public accounting administration and management, or any

equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computer, copier, calculator, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, finance audit reports, state and federal regulations, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, financial reports and audits, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal, accounting, and regulatory terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of federal, state and local laws and policies concerning municipal fiscal operations. Has considerable knowledge of the principles and practices of general governmental and municipal accounting. Has general knowledge of the principles of supervision, organization, and administration. Has general knowledge of modern accounting and office procedures and equipment, including the application of electronic data processing to the maintenance and analysis of fiscal data. Has general knowledge of the current literature, trends, and developments in the fields of governmental accounting and public finance administration. Is able to plan, direct, and coordinate the work of subordinate employees. Is able to maintain standard accounting and control measures for municipal government. Is able to exercise

independent judgment and initiative in independently completing assigned tasks. Is able to prepare clear and concise reports and to compile and analyze financial statements and reports. Is able to establish and maintain effective working relationships as required by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staff and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department.

Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding the division, department and function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the and continually reviews division policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

"EXHIBIT B"

CLASS SPECIFICATION **BUILDING INSPECTOR**

GENERAL STATEMENT OF JOB

Under general supervision, performs technical work enforcing State and local building codes. Is responsible for reviewing building construction projects to determine adherence to such building codes as adopted and set forth by Town ordinance. Reports to Chief Building Inspector.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Inspects construction projects so as to enforce the Florida Building Code and related Town ordinances governing minimum standards and requirements of new construction, alterations, repairs and materials used.

Inspects construction projects to ensure compliance with approved plans and construction and safety practices; examines the plot plans, the structural framing and the general arrangement of the building facilities for quality of design, materials and workmanship.

Performs inspections of new and existing residences, businesses and other buildings for conformance with safety standards, codes, and ordinances; issues inspection certificates for approved installation.

Maintains all necessary records and reports on inspections.

Confers with other inspectors and the Chief Building Inspector on questions of departmental policies and other inspections problems.

Confers with contractors, architects, engineers and others regarding construction codes and building plans.

May review and pass upon plans for building construction and alternations.

ADDITIONAL JOB FUNCTIONS

Performs other related work as assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school; qualifications for Building Inspector are as set forth in the Florida Building Code to be eligible for appointment as a Structural Inspector, such person shall be certified by the State of Florida, Building Code Administrators and Inspectors Board (BCAIB) as a Structural Inspector. (Exception; Florida Registered Architect's and Engineers are exempt from BCAIB certification only). Such person shall be certified by the Broward County Board of Rules and Appeals and shall meet one or more of the following qualifications;

A Florida registered Architect or Structural Engineer having practiced for at least 3 years. Or five (5) years construction experience in the Structural discipline in a supervisory capacity.

A graduate from an accredited school holding a Bachelor or Associate of Science Degree in Engineering, Architecture or Building Construction may be credited up to (3) years for a Bachelor or (1) year for an Associate Degree toward the required (5) years construction experience.

Each applicant shall possess a current Certificate of Competency as a General Contractor (Unlimited) issued by:
Florida Construction Industry Licensing Board.
Broward County Central Examiners Board (as a Class “A” Unlimited General Contractor) or
Dade County Construction Trades Qualifying Board Block Proctored issued on or after January 1, 1968.
A Florida Registered Architect or Professional Engineer.

SPECIAL REQUIREMENTS

Possession of a valid Class “E” Florida driver’s license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including computer, copier, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the work sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving and giving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports, letters and memos budget reports, assessment surveys and permits, code regulations, inspections reports, etc. Requires the ability to prepare correspondence, forms, studies, assessments, municipal code development etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in technical and/or professional languages including engineering, legal, construction, and regulatory terminology used within the parameters of the job.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide, utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires ability to coordinate hands and eyes rapidly and accurately using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of modern building construction practices, materials, and equipment, and of the various stages of construction when violation and defects should be observed and corrected. Has considerable knowledge of structural engineering practices as applied to the construction and inspection of houses, apartments, commercial, and industrial buildings. Has considerable knowledge of State and local building ordinances and codes administered through the Inspection Division. Has working knowledge of Town geography. Is able to interpret blueprints, diagrams, specifications, codes, and building regulations. Is able to exercise independent judgment in applying standards to a variety of work situations. Is able to exercise considerable tact and firmness in dealing with contractors, property owners and general public. Is able to physically maneuver on scaffolds, structural members, and in cramped quarters to accomplish thorough inspections. Is able to establish and maintain effective working relations as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons

in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the assigned work area. Knows and understands the expectations of the department regarding the activities of the assigned work area and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the assigned work area. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving work objectives. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the assigned work area.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all departmental matters affecting them and/or of concern to them.

Staffing: Works with department management to recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet work goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the assigned work area. When a particular policy, procedure or strategy does not appear to be achieving the desired result, informs and interacts with supervisory personnel to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the assigned work area. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of departmental policies regarding the assigned work area. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews department policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

"EXHIBIT C"

CLASS SPECIFICATION

Buyer

GENERAL STATEMENT OF JOB

Under general supervision, performs routine and complex clerical and technical work in the acquisition of goods and services such as materials, equipment, tools, parts, supplies and services for all departments in the Town. Work involves a variety of municipal purchasing assignments of considerable complexity and difficulty from inception of demand through processing of received documents, and providing assistance to the Procurement Manager.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Responds to inquiries from the Vendors, Town officials, or Employees pertaining to procurement needs and policies.

Establishes and maintains a variety of tangible files, oversees records with respect to Archive-Retention.

Meets with vendors to provide bid specification packets and/or vendor applications.

Assists departments in preparing bid specification and documents needed for bid committee meetings.

Attends and assists Procurement Manager in the Bid Specification Committee Meetings and Formal Bid Opening Meetings.

Assists all employees with the accounting and technical questions for request for payments, requisitions, purchase orders and traveling requests.

Processes and records State and County licenses and permit renewals for Town storage fuel tanks.

Performs the daily function of reviewing and approving Town-wide department requisitions, invoices, petty cash vouchers, and traveling requests.

Coordinates and reviews data entry of all purchase requisitions into the computer system, assigning master vendor numbers, printing of purchase orders, obtaining proper authorization and signatures, and distribution of all copies to proper department or files.

Ensures the current bidder's list is maintained.

Schedules meetings, conducts meetings, prepares formal bids for publication, and maintains calendar in absence of the Procurement Manager.

Assigns and reviews informal bids from other Town Departments.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes information for standard reports, selecting data from various sources.

Prepares memos, letters, and materials from typed or handwritten copy; assumes responsibility for correctness of spelling, punctuation, format and grammar.

Opens mail and directs to appropriate department/division for handling or response, according to content of communications.

Assists the Procurement Manager in the preparation of the Town -wide yearly auction.

May attend a variety of meetings or seminars and report results to Procurement Manager.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

An Associate's degree from an accredited college or university with a major in business administration or related field and one (1) year of procurement experience in public sector, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computer, word processor, typewriter, accounting systems, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions or direction from supervisors.

Language Ability: Requires the ability to read a variety of reports, letters and memos, budget reports, studies and finance audit reports, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, accounting documentation, payroll documentation, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply principles of logical or systematic thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, compensation, and personnel terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of state and Town procurement regulations, policies and procedures. Has considerable knowledge of the application of established bookkeeping and accounting principles and techniques to governmental procurement transactions. Has working knowledge of office methods and procedures. Is able to use a computer, calculator or other office machines in recording financial data or making computations. Is able to understand or apply laws, regulations and policies to the maintenance of procurement records. Is able to verify documents and forms for accuracy and completeness. Is able to prepare standard procurement statements and reports from the books and records. Is able to exercise initiative in carrying out work assignments and determining proper procedures to follow. Is able to understand and follow complex oral and written instructions. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships as necessitated by work assignment.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified,

i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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